

CS-21-017

**BOCC CONTRACT  
APPROVAL FORM**

(Contract Management Use only)

CONTRACT  
TRACKING NO.

CM2799-A1

**GENERAL INFORMATION**Requesting Department PlanningContact Person: Laurie GoltryTelephone: (904) 530-6300 Fax: ( ) \_\_\_\_\_ Email: lgoltry@nassaucountyfl.com**CONTRACTOR INFORMATION**Name: CityScape Consultant, Inc.Address: 7050 W. Palmetto Park Rd., #15-652 Boca Raton FL 33433  
City State ZipContractor's Administrator Name: Kay Miles Title: Business ManagerTelephone: (877) 438-2851 Fax: (877) 220-4593 Email: kay@cityscapegov.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: Kay MilesAuthorized Signatory Email: kay@cityscapegov.com**CONTRACT INFORMATION**Contract Name: Cont. Service Agreement for Wireless Consulting Serv.Description: Perform services associated with the review of wireless communications facilities submitted to Nassau County, on a continuing basis.

GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Terms: Payment Period: Approval Amount per Period: 9/30/2021Total Amount of Contract: \$6,500 per application

APPROXIMATE IF NECESSARY

Source of Funds: 04000000/201000 Termination/Cancellation: \_\_\_\_\_Authorized Signatory: Taco E. Pope

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Approval to: 9/30/2021Status: ~~XX~~ XX New \_\_\_\_\_ Renew X Amend# 1 WA/Task OrderHow Procured: Sole Source Single Source ITB RFP RFQ Coop. X Other Profes. Svs.**If Processing an Amendment:**Contract #: CM2799 Increased Amount of Existing Contract: No IncreaseNew Contract Dates: 10/1/2021 to 9/30/2022 Total or Amendment Amount: \$6,500 per application

Continued on next page

### CHECKLIST

Complete and attach before sending contract for final signature

Requirement	Description	Certified Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	JK
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	JK
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	JK
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	JK
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	JK
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	JK
Term of Contract	Start and end dates of contract are included. Any renewals are included.	JK
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager <input checked="" type="checkbox"/> has or <input type="checkbox"/> will approve insurance clauses. Levels confirmed ins requirements	JK
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	JK
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	JK
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- Justin M. Cline 9/21/2021  
 Department Head Signature Date Submitting Department
- [Signature] 9/22/2021  
 Procurement Date Funding Source/Acct #
- Megan Diehl 9/22/2021  
 Office of Management & Budget Date
- Michael S. Mullin 9/22/2021  
 County Attorney/Contract Management Date

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

- Taso E. Pope, AICP 9/22/2021  
 County Manager Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)  
 Copies: Department: Procurement; Office of Management & Budget; County Attorney; Contract Management; Clerk Finance

**FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES REVIEW OF  
WIRELESS COMMUNICATION FACILITIES CONTRACT**

**THIS AMENDMENT** made and entered into this <sup>24</sup>\_\_\_\_\_ day of September \_\_\_\_\_, 2021 by and between the **Board of County Commissioners of Nassau County**, Florida, a political subdivision of the State of Florida, hereinafter referred to as the "County", and **CityScape Consultant, Inc.**, a Profit Corporation, whose Florida office address is located at 7050 W. Palmetto Park Road, #15-652, Boca Raton, Florida 33433, hereinafter referred to as "Consultant".

**WHEREAS**, the parties entered into a Contract on or about January 8, 2020;

**WHEREAS**, the Agreement allowed for the performance period to be extended for one (1) year increments (fiscal year), upon mutual consent of the parties; and

**WHEREAS**, on September 1, 2021, the parties agreed to extend the performance period for an additional one (1) year period beginning October 1, 2021 through September 30, 2022; and

**NOW, THEREFORE**, for and in consideration of the promises and mutual covenants and understanding contained herein, the parties hereto do mutually agree as follows:

1. The Agreement shall be amended to extend the performance period for an additional one (1) year period beginning October 1, 2021 through September 30, 2022.

Contract Tracking No.: CM2799  
Bid No.:

2. All other provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

Taco E. Pope, AICP 9/22/2021  
By: Taco E. Pope, AICP  
Its: Designee

**CityScape Consultant, Inc.**

Kay Miles  
By: Kay Miles  
Its: VP/BM  
Date: 9/24/2021

**Certificate Of Completion**

Envelope Id: 31325D4FA8324DAEBC30EF9EA8F91C0F

Status: Completed

Subject: Please DocuSign: CM2799-A1.pdf

Source Envelope:

Document Pages: 4

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 0

Amber Carter

AutoNav: Enabled

acarter@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Amber Carter

Location: DocuSign

9/22/2021 1:24:32 PM

acarter@nassaucountyfl.com

**Signer Events**

Brian Simmons

bsimmons@nassaucountyfl.com

Manager, Procurement

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)**Signature****Timestamp**

Sent: 9/22/2021 1:28:22 PM

Viewed: 9/22/2021 1:42:49 PM

Signed: 9/22/2021 1:42:58 PM

Signature Adoption: Uploaded Signature Image  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Megan Diehl

mdiehl@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Sent: 9/22/2021 1:42:59 PM

Viewed: 9/22/2021 5:16:57 PM

Signed: 9/22/2021 5:17:41 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Michael S. Mullin

mmullin@nassaucountyfl.com

County Attorney

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Sent: 9/22/2021 5:17:42 PM

Viewed: 9/22/2021 5:52:06 PM

Signed: 9/22/2021 5:52:09 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

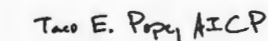
Not Offered via DocuSign

Taco E. Pope, AICP

tpope@nassaucountyfl.com

County Manager

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Sent: 9/22/2021 5:52:11 PM

Viewed: 9/22/2021 6:31:45 PM

Signed: 9/22/2021 6:32:03 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Signer Events	Signature	Timestamp
Kay Miles Kay@cityscapegov.com Security Level: Email, Account Authentication (None)	<i>Kay Miles</i>  Signature Adoption: Pre-selected Style Using IP Address: 72.239.118.171	Sent: 9/22/2021 6:32:04 PM Viewed: 9/24/2021 1:19:19 PM Signed: 9/24/2021 1:21:22 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/24/2021 1:19:19 PM  
ID: 4bb100a2-1910-4bf8-8a18-26800c2a0470

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Amber Carter  
acarter@nassaucountyfl.com  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 9/24/2021 1:21:26 PM

Brian Simmons  
bsimmons@nassaucountyfl.com  
Manager, Procurement  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 9/24/2021 1:21:28 PM

Thad Crowe  
tcrowe@nassaucountyfl.com  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 9/24/2021 1:21:30 PM

Laurie Goltry  
lgoltry@nassaucountyfl.com  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
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**COPIED**

Sent: 9/24/2021 1:21:30 PM

Brenda Linville  
blinville@nassauclerk.com  
Nassau County Clerk  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 9/24/2021 1:21:32 PM

Carbon Copy Events	Status	Timestamp
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign  Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/24/2021 1:21:33 PM
Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/24/2021 1:21:33 PM
Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/24/2021 1:21:34 PM
Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/24/2021 1:21:36 PM
Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/24/2021 1:21:38 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/22/2021 1:28:22 PM
Certified Delivered	Security Checked	9/24/2021 1:19:19 PM
Signing Complete	Security Checked	9/24/2021 1:21:22 PM
Completed	Security Checked	9/24/2021 1:21:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

#### **To advise County of Nassau of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from County of Nassau**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with County of Nassau**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.